

- c. No kegs or hard alcohol.
- d. No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.
- 5. There should be one centralized location established for the distribution of all alcoholic beverages.
 - a. No other location, especially members' rooms, can be used for the distribution of alcoholic beverages
- 6. Risk Team Member(s) that are bartending will use one of the following check-in systems: Punch Card or Bartender List.
 - a. Punch Card System – [Printable Punch Cards](#)
 - 1. Each member/guest is given one punch card that has marks for each drink they check in at the event
 - 2. The punch card is personalized with the type of drink the guest brings
 - 3. The name of the member/guest is written on the punch card
 - 4. The member/guest's drinks are delivered to the central bar area by a Risk Team Member.
 - 5. The member/guest who wishes to acquire an alcoholic beverage they brought to the event must present the punch card, show their wristband, and return an empty can if this is not the first request.
 - 6. The member/guest's ticket is punched or marked at the bar each time they claim one of the drinks they brought.
 - 7. Punch cards are to be collected at the exit when guests leave the event.
 - b. Bartender List System – [Printable Bartender Check-In List](#)
 - 1. Each member/guest brings their alcohol to the bar.
 - 2. Risk Team Member bartending records the member guest's name, type of alcohol, and number of drinks being checked in.
 - 3. Risk Team Member tallies next to the guest's name each time they claim one of the drinks they brought.
- 7. The Risk Team Member bartending is not permitted to open the alcohol. Only the member/guest is permitted to do this.
- 8. If at any time the Chapter believes the guest has had enough, the Chapter should not distribute anymore alcohol to the guest.
- 9. Food and non-alcoholic beverages must be provided by host Chapter(s).
- 10. Left-over alcohol can be picked up the following day. Otherwise, it is to be discarded.

B. Guest List, Event Entry, and IDs

- 1. There should be only one designated area for point of entry and admittance into a chapter event on the chapter property/event venue. Admission of members/guests outside the point of entry and admittance is prohibited.
- 2. Guest list(s) must be presented in typed form before the event begins to the Campus Police/Security officer hired to work the event.
- 3. Only people on the guest list and/or those who present a valid invitation to the party will be allowed to enter. Any additional guest(s) the organization opts to invite in that are not on the pre-guest list responsible for those individual(s). All guest list parameters must be followed as outlined in Section I.
- 4. All people who enter must show a valid ID with proof of age.
- 5. Underage persons (under 21) are not allowed to enter with, or consume alcohol during the event. Each member/guest under 21 must be clearly identifiable by having an "X" on their right hand.
- 6. Overage persons (over 21) must:
 - a. Be clearly identifiable by wearing a wristband on their right wrist. Fraternity & Sorority Affairs will provide a specific type and number of wristbands to the Chapter for a particular event.
 - b. **Chapter (or satellite) House events only:** Turn over all alcohol brought to the event (as outlined Section VIII. Subsection A) and follow the BYOB procedure the chapter opts to use for the event.
- 7. Guests under 18 are not allowed unless they are Winthrop University students.

8. Guests and members are required to wear wristbands (21 and over)/ X's (under 21) for the duration of the event. Members of the Chapter are responsible for escorting guests out of the event if found without wristbands or X's.

C. Event Monitoring: Risk Team Composition and Responsibilities: It is the Risk Team's responsibility to take care of all guests and attendees of the chapter event. They are to assure that all procedures within this policy, and all inter/national policies are being adhered to, in their entirety, for all official, chapter events.

1. **Composition:** A Risk Team shall be composed of no fewer than 3 active members to include at least one (1) member of the chapter's Executive Board and at least one (1) active member over the legal drinking age of 21; New members should not be serving as Risk Team Members.
 - a. There is to be at least one (1) Risk Team Member per 25 people attending a chapter event.
 - b. Documentation of names, birthdates, and schedules(if applicable) of Risk Team members must be provided to Fraternity & Sorority Affairs at least one (1) day prior to the event and to the Campus Police/Security Officer working the event when they arrive.
 - c. There must be at least two (2) Risk Team Members at the door checking identification and monitoring the guest list for the duration of the event.
2. **Responsibilities: Risk Team Members are expected and responsible to:**
 - a. Be readily identifiable to all members and guests attending the event (i.e. lanyards, neon vests, etc.)
 - b. Must not be intoxicated at any time while monitoring the event and must refrain from drinking alcoholic beverages for the duration of the event.
 - c. Monitor guest list and event entry as outlined in Section VIII, Subsection B
 - d. For BYOB events they are also responsible for ensuring guests to not bring unsealed alcoholic beverages (as outlined Section VIII. Subsection A) into the event.
 - e. Chapter and Risk Team members are to be aware of the facility capacity and will not allow entrance above the capacity number.
 - f. Work to ensure that only those 21 and over are consuming alcohol, take reasonable steps to assure that alcohol is not provided to those attendees under the legal drinking age of 21, and intervene when necessary.
 - g. Monitoring noise levels, disturbances, fighting, or any other type of activities that the University would deem irresponsible
 - h. Communicating and complying with Campus Police/Security Officers
 - i. Ensure that no open container of alcoholic beverages enter or leave the event per the South Carolina Open Container Laws
 - j. Close down the event (turn off music, escort guests out, etc.) of when the event is scheduled to end and not exceed four (4) hours.
 - k. Ensure that no person who is legally intoxicated enters or operates a motor vehicle.
 - l. Have a First-Aid Kit readily available and accessible at all times prior to, during, or following an event
3. Each Risk Team Member must perform Chapter-designated duties, including but not limited to:
 - a. Working the door
 - b. Checking IDs
 - c. Collecting all alcohol (BYOB events only)
 - d. Bartending (BYOB events only), monitoring, and regulating the consumption of alcohol
 - e. Providing necessary transportation (if allowed per inter/nationals) from a given event for those guests who are legally intoxicated

Risk Team Members have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the guest list.

IX. Procedures for Open Events

For chapters that have open events as defined in Section I must follow these procedures:

The chapter officer who has registered the event and met with the Office of Student Activities -Fraternity & Sorority Life will serve as the Organization Contact for Student Engagement and Campus Police. For open events that will take place off-

campus, chapters are encouraged to utilize the [Security Vendor Checklist](#) and the information for the best event management strategy for your event.

A. Chapter Responsibilities:

1. Before the Event

- m. Responsible for picking up the supply box from Student Engagement before 5pm the business day of or one day before event. Box is to be returned the next business day after the event. If items are lost, the organization will be responsible for a \$50.00 fine.
- n. 24 hours before the event begins the organization will provide in writing, names of all members working the event to Student Engagement Staff and Campus Police/Security if list differs from the Social Event Registration Form.
- o. The organization must submit their written risk management plan to the Student Engagement for approval.

2. During an Open Event

- a. All members working the event will wear throughout the duration of the event the provided "Student Staff" Lanyards.
- b. The Organization Contact is responsible for making sure the organization follows all guidelines and will stay in contact with Campus Police/Security throughout the event. This person will be responsible for working the counter (clicker) if the Officer in Charge (OIC) has to leave the entrance.
- c. Organization is to be aware of the facility capacity and will not allow entrance or sell tickets above the capacity number.
- d. Organization will have members stationed at all doors and will be responsible to coordinate the entrance of the event and how the money will be secured.
- e. The organization will be responsible to provide crowd control and direction to guests outside the entrance.
- f. Before the doors open, communicate with guests to line up in two or three (if possible) lines. If using the Special Guest List (members only, alumni, family etc.), create a separate line and entrance for those guests to enter and sign-in.
- g. Assemble tables and chairs to accommodate the lines and hand stamps or wristbands.
- h. The student in charge and designated members, working the event will meet with Campus Police, student life staff (if present) fifteen minutes prior to the beginning of the event to review event details. At this time, the individuals will be assigned their working posts such as collecting money, wandung guest with metal detectors provided by Student Engagement, stamping Winthrop students with a W stamp and guests with a Visitor stamp. Campus police will discuss where they will be stationed and their expectations for the evening. This is the time to make sure every possible situation is discussed before the doors open.
- i. The president or designated representative will circulate throughout the facility to make sure that the doors are secure and staff is in place.
- j. The organization will assist Campus Police in keeping walkways, and stairs clear at all times.
- k. **On campus events only:** If the organization has received Student Allocation Council (SAC) funds for security, the officers will be paid through a department transfer. If the organization has not received SAC funds they are responsible for paying officers within three business days. To submit payment, please bring cash/check along with the invoice you receive from Student Engagement to the office in 269 DiGiorgio Campus Center.
- l. The organization will be responsible the guests of their event. The host organization will verify that the guest signs in on the designated guest list. The guest list should be submitted to the Student Engagement-Fraternity & Sorority Life on the next business day. Refer to Section V.
- m. If hosting a party, the organization will wand down everyone who enters the event. Campus Police will be at the door to supervise that it is done correctly.
- n. No smoking and guest signs must be clearly posted before the doors may open for the event.
- o. If a disturbance occurs, the person(s) involved should and will be asked to leave immediately. The host organization is responsible for alerting Campus Police/Security with any disturbance. If the

situation is not able to be easily resolved then the event may be shut down. Campus Police/Security reserves the right to shut down the event. The organization will be consulted on whether or not the event may continue upon the resolution of the disturbance.

- p. In the event that someone is smoking cigarettes, drinking alcoholic beverages, or using illegal substances in the space allotted for the event, someone from the organization should inform Campus Police/Security and the individual may be arrested.
- q. At the end of the event, work with Campus Police/Security in clearing the premises as quickly as possible. The organization contact will meet with Campus Police /Security. The organization will clean the venue and parking lot of all trash generated from guests. Verify that the venue is restored to its original condition and notify Campus Police/Security that you are leaving the facility/venue.
- r. The host organization is responsible for any and all damages.
- s. **On-Campus Events Only:** Complete the Post Event Evaluation form and return with the event box to the Student Engagement the next business day.

X. Violations

- A. Chapters are responsible for the conduct of their members and guests for the duration of the event.
- B. Any violations of these guidelines will be determined by the Office of Fraternity & Sorority Life and/or the Dean of Students Office.
- C. Officers present at any events may issue campus tickets, state tickets or affect an arrest for violation of State law, City Ordinance violation and/or University Policy.
- D. Sanctions for violations may be educational and/or punitive depending upon the severity of the violation and the sponsoring Chapter's social event history. Sanctions may include but are not limited to: restitution for damage to property, social probation in which entails a loss of social privileges for a designated period of time, restrictions on the presence of alcohol at social events of the chapter, requirements for educational speakers, additional trainings, loss of University recognition, or other appropriate sanctions outlined in the Student Conduct Code.